

## Where is Additional Pandemic Influenza Information Available?

- The World Health Organization  
<http://www.who.int/en/>
- U.S. Department of Health and Human Services  
<http://www.hhs.gov/>;  
<http://www.pandemicflu.gov/>
- Center for Disease Control and Prevention\*  
<http://www.cdc.gov/h1n1flu/>

\*This site is archived for historical purposes and is no longer being maintained or updated.

## About FEMA NCP

NCP's vision is to be the Nation's center of excellence for government continuity planning, guidance, and operations. Our mission is to serve the public by protecting our Nation's constitutional form of government. To accomplish this, the COOP Division provides guidance, technical assistance, planning, training and workshop support to other DHS and FEMA Components, Federal departments and agencies, States, territories, Tribes, and local government jurisdictions.

## Website

Continuity news, tools, guidance, and other useful resources can be found on our website at:

<http://www.fema.gov/continuity-operations>

## Continuity Updates

To receive free continuity e-bulletins, register at:

<http://www.fema.gov/subscribe-receive-free-email-updates>

## Contact Information

Please contact HQ FEMA National Continuity Programs, Continuity of Operations Division for more information. For regional specific information, contact the appropriate Regional Continuity Coordinator from the list below.

FEMA Region	Location	Phone Number
FEMA HQ	National Capital Region	202.646.4145
Region I	CT, MA, ME, NH, RI, VT	617.832.4745
Region II	NJ, NY, PR, VI	212.680.8504
Region III	DC, DE, MD, PA, VA, WV	215.931.5223
Region IV	NC, SC, KY, TN, GA, AL, MS, FL	770.220.5614
Region V	MN, WI, IL, IN, MI, OH	312.408.5590
Region VI	LA, AK, OK, TX, NM	940.898.5131
Region VII	IA, KS, MO, NE	816.283.7082
Region VIII	CO, MT, ND, SD, UT, WY	303.235.4800
Region IX	AZ, CA, NV, HI, Guam, Pac. Is.	510.627.7009
Region X	AK, ID, OR, WA	425.482.4500

Regional offices can also be contacted via:  
[www.fema.gov/regiona-operations](http://www.fema.gov/regiona-operations)

1 (800) 621-FEMA (3362)  
TTY: 1 (800) 462-7585



# Continuity Planning for Pandemic Influenza

## Continuity of Operations



**FEMA**

## **What is Pandemic Influenza?**

Pandemic Influenza is a global outbreak of disease that occurs when a new influenza virus appears or “emerges” in the human population, spreading from person to person worldwide causing serious illness. The impact of a Pandemic Influenza may cause a severe impact to an organization’s ability to perform its essential functions.

The National Strategy for Pandemic Influenza recommends that organizations plan for a forty percent absenteeism rate for periods of about two weeks at the height of a pandemic wave, with lower levels of staff absent for a few weeks on either side of the peak.

This brochure lists the elements of a viable continuity plan and identifies additional planning considerations for each to assist organizations in the performance of their essential functions during a pandemic.

## **Continuity Planning for Pandemic Influenza**

Pandemic Influenza demands a different set of continuity planning considerations. Unlike traditional continuity planning scenarios, pandemic influenza may be widely dispersed geographically and will potentially arrive in waves that could last several months at a time.

Organizations are encouraged to establish an annex to their existing continuity plans to ensure that additional considerations during a pandemic are adequately addressed; these include increased absenteeism, social distancing procedures, and impacts on interdependencies.

## **Continuity of Operations Considerations for Pandemic Influenza**

### **Essential Functions**

Consider performance of essential functions beyond 30 days and the impact the pandemic may have on your interdependencies and supply chains.

### **Orders of Succession/Delegations of Authority**

Ensure orders of succession are three-deep and account for expected rate of absenteeism.

### **Continuity Facilities**

Consider the impact that the pandemic may have on logistical support services and infrastructure systems at the continuity facility. Teleworking may be a viable alternative to ensure social distancing.

### **Continuity Communications**

Consider the additional need for laptops, high-speed telecommunications, networks, and mobile devices that may enable employees to perform essential functions.

### **Essential Records Management**

Test, review, and update essential records, databases, and systems. In particular, these systems need to be accessed electronically by employees who are teleworking and located at alternate sites.

### **Human Resources**

Provide employees with relevant information and advisories about the pandemic. Promote guidance developed by health and safety authorities to include infection control, personal hygiene, social distancing techniques, and travel restrictions. Consider the need to cross train employees to ensure the availability of essential staff to perform essential functions.

### **Tests, Training, and Exercises (TT&E)**

Test, train, and exercise capability to maintain essential functions and services for extended periods of time, to include telework capability.

### **Devolution of Control and Direction**

Consider full or partial devolution in the event pandemic renders leadership and essential staff incapable of performing essential functions.

### **Reconstitution**

Consider a plan to replace employees unable to return to work and establish procedures in conjunction with public health authorities to ensure facility is safe to reestablish operations.

## **How can I learn more about Continuity Planning for Pandemic Influenza?**

Federal Emergency Management Agency (FEMA) National Continuity Programs (NCP) developed the Determined Accord Workshop, as well as two independent study courses, IS 520: Introduction to Continuity of Operations Planning for Pandemic Influenzas and IS 522: Exercising Continuity Plans for Pandemic Course. The workshop and courses were designed to assist organizations on addressing additional planning considerations for a pandemic. Please visit the Emergency Management Institute Independent Study site page below for course description:

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-520>

To learn more about Determined Accord deliveries near you, or to request a copy of the workshop, agencies and organizations are encouraged to contact their Regional Continuity Program Managers. NCP has also developed a Pandemic Influenza Continuity of Operations Plan Template to assist in establishing viable continuity pandemic plans.